

**RECREATION SUPERVISOR/AQUATICS**

**DEFINITION:**

Under general direction of the Recreation and Community Services Manager, performs work of considerable difficulty in overseeing the City's multi-use aquatics center, including a concession area. The incumbent oversees the design, implementation, and evaluation of the Aquatics program; oversees the maintenance of the facility and equipment; responsible for the hiring, training, scheduling and supervision of subordinate employees; ensures the safe operation of the facility; and performs related work as required.

**CLASS CHARACTERISTICS:**

Employees assigned to this class are responsible for developing, marketing, implementing managing and evaluating the City's comprehensive recreation aquatic programs, events and activities designed to benefit the community. This position must exercise considerable initiative and independent judgment in promoting, organizing and supervising events and related activities. This is a heavy seasonal, but full-time position and will oversee and work closely with the non-profit Aquatics Foundation to coordinate off-season regional and state swim meets during the time period between October and April, monitor the facility and oversee all programming.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

Duties may include, but are not limited to, the following:

1. Supervise the operation and maintenance of the City's pools and equipment, including the new state-of-the-art multi-use aquatics center (50 meter pool, 25 yard pool, recreational pools, water slides and diving boards.
2. Develop, market, implement, manage, and evaluate the City's comprehensive recreation programs, events, and activities designed to benefit the community.
3. Act as liaison to the City's swim and water polo teams to assist in the promotion of adequate training access and competitive event hosting.
3. Organize, recruit, train, schedule, and supervise full-time, part-time and volunteer staff.
4. Develop, implement, and enforce emergency action plans and facility policies.
5. Prepare budget, monitor expenses and approve expenditures.

6. Oversee concession area, including scheduling and training of staff and collecting and accounting for all monies collected.
7. Coordinate aquatic activities and programs with outside agencies and organizations.
8. Establish and maintain relationships with non-profit swim groups.
9. Ensure operations are in compliance with federal, state and local public pool regulations.
10. Make recommendations as to community needs.
11. Prepare and maintain various reports and records.
12. Make public presentations.
13. Respond to citizen inquiries and input.
14. Maintain a flexible work schedule, which may include evenings and weekends.
15. Develop and ensure proper safety practices
16. Perform related duties and responsibilities as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

1. Approved swimming and lifesaving techniques.
2. Swimming pool hazards and safety precautions.
3. Principles and practices of public recreation as they relate to swimming pool maintenance and operation.
4. Principles and practices of training and supervision.
5. Aquatic instruction programs.
6. Financial recordkeeping, budgeting and basic management skills.
7. Pertinent health, fire and safety regulations affecting the use of municipal facilities.
8. Methods and techniques of public outreach.

**Skill in:**

1. Public relations, customer service and conflict resolution.
2. Marketing and promoting facilities and programs.
3. Organizational skills required to coordinate several events simultaneously.
4. Analyzing problems, evaluating alternatives and making creative recommendations.
5. Planning and presenting material to diverse groups.
6. Program budget development, monitoring and evaluation.
7. Using a personal computer for word processing and the development of informational materials.
8. Maintaining accurate and organized records.
9. Using proper supervision procedures and techniques.
10. Developing and maintaining effective working relationships with those contacted in the course of work.

**Ability to:**

1. Travel to various sites in the City to complete work activities.
2. Work outdoors in a variety of weather and atmospheric conditions.
3. Work irregular hours, shifts, or weekends as required.
4. Lead and motivate primarily high school and college age employees.
5. Swim with proficiency and endurance.
6. Prevent accidents and effect rescues.
7. Develop and implement aquatic programs for a variety of skill levels.
8. Plan, train, direct, schedule and supervise the work of others.
9. Plan, organize, implement and oversee a recreational aquatics program.

10. Develop and implement policies and procedures.
11. Work effectively with promoters, sponsors, various group representatives and the general public.
12. Exercise tact and maintain poise in resolving disputes and differences arising with the public and employees.
13. Communicate clearly and effectively, both orally and in writing.
14. Work with and around pool chemicals such as chlorine.
15. Respond to requests and inquiries from the general public.
16. Interpret and explain City recreation and community service program policies and procedures.
17. Elicit community and organizational support for aquatics programs.

**JOB REQUIREMENTS:**

1. Graduation from an accredited college or university with major work in recreational management, physical education or closely related field
2. Two years of management experience in operation and maintenance of recreational swimming facility.
3. Two years of supervisory experience.
4. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
5. The following certifications are required: Current Water Safety Instructor (WSI), CPR, Red Cross and/or Ellis Lifeguard Training Instructor and First Aid. Aquatic Facility Operator (AFO) certificate is preferred.

**OTHER QUALIFICATIONS:**

1. Familiarity with USA Swimming and US Water Polo training and competition processes.
2. Must be able to lead and motivate primarily high school and college age employees.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone
9. Sound systems, table, chairs, etc.
10. Pool and recreation equipment

**PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting, standing, or walking for extended periods of time
5. Use of fingers/manual dexterity
6. Driving
7. Lifting to 50 pounds
8. Bending/stooping

**ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

## Office Conditions:

1. Indoors: normal office conditions, 50% of the time
2. Travel: varying conditions
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels

## Field Conditions:

1. Outdoors: varying weather conditions
2. Noise Level: varying low to high
3. Flooring: concrete, asphalt, gravel, grass, dirt, etc.
4. Dust: normal outdoor levels
5. Hazards: exposure to wet and slippery surfaces around pool areas